

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

\_\_\_ ORIGINAL SUBMISSION

\_\_\_ RECERTIFICATION

\_\_\_ REPLACEMENT PAGE

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4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD Agency	Storage	Total	8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
300 - OFFICE OF PUBLIC HEALTH PRACTICE										
1.1	1003	CONTINUING NURSING EDUCATION ACCREDITATION FILES (PHN)	2	4	6	C		P	X	97-501-226
1.1	1448	PROGRAM OBJECTIVES - EVALUATION (COMMUNITY MOBILIZATION)	AC+3		AC+3	O		P		AC=ACTIVITY COMPLETED
1.1	1705	REGIONAL QUARTERLY REPORTS (COMMUNITY MOBILIZATION)	AC+3		AC+3	O		P		
1.1	3123	LEGISLATIVE COMMITTEE APPLICATIONS (PHP)	AV		AV	O		P		MAY CONTAIN CONFIDENTIAL DATA.
1.1	3728	LOCAL (COUNTY) PUBLIC HEALTH SYSTEMS DEVELOPMENT (COMMUNITY MOBILIZATION)	AC+3		AC+3	O		P		
1.1	3942	HEALTH AUTHORITY APPOINTMENTS	AV		AV	O	R	P		
1.1	5641	CONTINUING MEDICAL EDUCATION PROGRAM ACTIVITIES CONFERENCE FILES (PHPE)	6		6	O		O		ACCME REQUIRES RETENTION OF SIX YEARS; PAPER, ELECTRONIC
1.1	5642	DISEASE PREVENTION NEWS SUBSCRIPTION REQUESTS (PHPE)	2		2	O		O		PAPER, ELECTRONIC
1.1	5666	DISEASE PREVENTION NEWS STATEMENT OF OWNERSHIP (PHPE)	US		US	O		O		PAPER, ELECTRONIC
1.1	5667	CONTINUING MEDICAL EDUCATION MEETING MINUTES-OFFICIAL (PHPE)	FE+2		FE+2	O		O		PAPER, ELECTRONIC
1.1.007	3020	INNOVATION GRANT CONTRACTOR FILES	3		3	O	R	O	X	PAPER, ELECTRONIC
1.1.007	3924	CORRESPONDENCE, ADMINISTRATIVE (ADMINISTRATION)	3		3	O	R	P	X	
1.1.007	3939	LOCAL HEALTH DEPARTMENT WORKING FILES (CORRESPONDENCE)	3		3	O	R	P	X	
1.1.008	3925	CORRESPONDENCE, GENERAL (ADMINISTRATIVE SUPPORT)	1		1	O		O		PAPER, ELECTRONIC
1.1.013	3682	APPOINTMENTS, ITINERARIES (TVHC)	CE+1		CE+1	O		P		

RETENTION CODES (Field 7)

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MEDIUM CODES (Field 10)

P - Paper  
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ARCHIVAL CODES (Field 9)

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300 - OFFICE OF PUBLIC HEALTH PRACTICE

1.1.019	1603	NEWS OR PRESS RELEASES (COMMUNITY MOBILIZATION)	2		2	O	R	P		
1.1.023	3683	ORGANIZATION CHARTS	US		US	O	A	P		
1.1.024	3953	PLANNING RECORDS	AC+3		AC+3	O	R	P		
1.1.025	3757	AGENCY RULES, POLICIES, AND PROCEDURES (TVHC)	US+3		US+3	O	R	P	X	
1.1.025	3905	POLICIES & PROCEDURES MANUAL	US+3		US+3	O	R	P	X	
1.1.027	3022	PROPOSED LEGISLATION	AV		AV	O		P		
1.1.040	3770	REPORTS, PAPERS & SPEECHES - CONFERENCES (TVHC)	2		2	O	R	P		
1.1.040	3911	SPEECHES	2		2	O	R	P		
1.1.043	4937	TRAINING MATERIALS	US+1		US+1	O		P		
1.1.057	484	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	3111	LEGISLATIVE MEETING AGENDA AND MINUTES (PHP)	PM		PM	O	A	P		
1.1.060	1651	TAPES FROM LEGISLATIVE MEETINGS (PHP)	AC+90 DAYS		AC+90 DAYS	O		O		AUDIOTAPES; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES FROM MEETING
1.1.061	3044	LEGISLATIVE MEETING NOTES (PHP)	AC+90 DAYS		AC+90 DAYS	O		P		AC=OFFICIAL APPROVAL OF WRITTEN MINUTES
1.1.062	3043	LEGISLATIVE MEETINGS SUPPORTING DOCUMENTATION (PHP)	2		2	O	A	P		
1.1.063	3903	MEETING MINUTES/NOTES-STAFF	1		1	O		P		
1.1.065	3938	EVALUATION FORMS (TVHC)	AV		AV	O		P		
1.1.067	3923	REPORTS, ADMINISTRATIVE	3		3	O	R	P		

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1.1.067	3940	L-1 QUARTERLY ACTIVITY REPORT (LOCAL HEALTH DEPARTMENT)	3		3	O	R	P		REPORTS ALSO MAINTAINED ON HARD DISK (AGENCY ITEM NO. 3941)
1.1.067	3941	L-1 QUARTERLY ACTIVITY REPORTS (LOCAL HEALTH DEPARTMENT)	3		3	O	R	E		
1.1.069	3907	REPORTS, EMPLOYEES & ACTIVITY	1		1	O		P		
1.2.003	3913	FORMS HISTORY FILE	AC+1		AC+1	O		P		AC=DISCONTINUANCE OF USE OF FORM
1.3.001	5620	DISEASE PREVENTION NEWS NEWSLETTER (PHPE)	AC/US+5		AC/US+5	O		O		PAPER, ELECTRONIC. WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE FOR AT LEAST TWO YEARS, THEN RETAINED TO MEET THE RETENTION PERIOD PRESCRIBED FOR THEIR RECORDS SERIES OR PUBLICATIONS, WHICH EVER IS LONGER. REQUIRED NUMBER OF COPIES ARE SENT TO CLEARINGHOUSE WHEN PRINTED AT HHS PRINTING. IF OUTSIDE PRINTING, BUREAU MUST SUBMIT REQUIRED NUMBER OF COPIES TO PUBLICATIONS MANAGEMENT OFFICE FOR SUBMISSION TO CLEARINGHOUSE.
1.3.002	3906	PUBLICATION DEVELOPMENT FILES	AV		AV	O	R	O		O=SLIDES, AUDIO TAPES, TRANSPARENCIES
2.2.004	3947	COMPUTER JOB SCHEDULES AND REPORTS	3 MO.		3 MO.	O		P		
3.1.	3937	PERSONNEL ACTION LOG BOOK	1		1	O		P		
3.1.001	3936	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	3920	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	3886	GRIEVANCE RECORDS (TVHC)	AC+2		AC+2	O		P	X	
3.1.019	481	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.

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3.1.020	483	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	O	P					MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	3890	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5	AC+5	O	P	X				AC=TERMINATION OF EMPLOYMENT; MAY CONTAIN CONFIDENTIAL DATA
3.1.023	3916	POSITION/JOB DESCRIPTIONS	US+4	US+4	O	P	X				
3.2	5625	PAYROLL WARRANT LISTINGS	1	1	O	P					
3.3	3912	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	O	O					PAPER, ELECTRONIC; AC=COMPLETION OF TRAINING
3.3.023	5636	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS (INCLUDES TRAVEL AUTHORIZATION REQUESTS)	FE+3	FE+3	O	P					
3.4.002	5623	LEAVE REPORTS	FE+3	FE+3	O	P	X				MAY CONTAIN CONFIDENTIAL DATA.
3.4.004	5006	OVERTIME AUTHORIZATION	2	2	O	P					
3.4.006	3934	TIME CARDS & TIME SHEETS	4	4	O	O					PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	3935	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3	FE+3*	O	O					PAPER, ELECTRONIC
4.5	720	BUDGET REVISIONS	FE+3	FE+3	O	P					
4.5.006	725	LOCAL HEALTH DEPARTMENT BUDGETS	FE+3	FE+3	O	P					
4.5.006	3928	ANNUAL OPERATING BUDGETS (TVHC)	FE+3	FE+3	O	P					
5.1	3933	VOLUNTEER AGREEMENTS/MEDICAL INFORMATION	AC+5	AC+5	C	P					AC=DISCONTINUANCE OF PARTICIPATION
5.1.004	3025	MAIL AND TELECOMMUNICATIONS LISTINGS (ADDRESS AND TELEPHONE LISTINGS)	US	US	O	O					PAPER, ELECTRONIC
5.1.015	3926	CORRESPONDENCE LOG BOOK	1	1	O	P					

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5.2	3930	PROPERTY INVENTORY/TRANSFER RECORDS	AC		AC	O	P		AC=INFORMATION IS PUBLISHED OR CORRECTED ON ANNUAL PHYSICAL INVENTORY BY PROPERTY OFFICE.
5.3	3027	INNOVATION GRANT REQUESTS FOR PROPOSALS, FREQUENTLY ASKED QUESTIONS AND ANSWERS	FE+3		FE+3	O	O		PAPER, ELECTRONIC, PUBLISHED ON WEBSITE
5.3	4409	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O	P		
5.3.007	3023	REQUEST FOR PROPOSALS FOR TDH INNOVATION GRANTS	FE+3		FE+3	O	O		PAPER, ELECTRONIC
5.3.008	5665	PURCHASING LOGS	FE+3		FE+3	O	P		
5.4.001	5663	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+2	3	CE+5	O	P	X	CONTAINS CONFIDENTIAL INFORMATION

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